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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training  
FROM : Registrar/TR

DATE: 18 September 1958

SUBJECT: Weekly Activity Report No. 37  
10 September - 16 September 1958

Document No. 7NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S D

DDA Memo, 4 Apr 77

Auth: DDA FORM 77/178

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. We are beginning to benefit from the IBM tabulation of OTR internal training, even though no 1958 data are included as yet.

Up through 1957, these facts emerge:

a.  different employees attended OTR internal courses  employees did not.

b. The total number of courses taken was  about 3 per each employee who did attend.

c. Of the total number of courses taken, enrollments in the required EOD courses were 50% of the total. As expected, IOC and its numerous predecessors had the largest number attending

d. Looking at the other 50% of our enrollments, I find 15 courses accounted for more than two-thirds of the registration. The 15 most popular "electives" prior to 1958 included several programs which are not given now. The 15 were:

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We have similar tallies on all the other courses. A list of most others, in rank order, is attached.

[redacted]  
discuss two training programs conducted by the CIA Library and proposed for accreditation under Regulation [redacted]. One of the activities, in the form of organized familiarization tours by professional personnel to important libraries in the Washington area, was well documented and appeared to meet requirements for acceptance as bonafide training. It was recommended that a formal request be submitted through channels for OTR approval. The other library activity is a bi-weekly book review meeting at which the reference librarians present concise summaries of previously prepared reviews of new and significant reference tools. The Library conferees were strong in their insistence that the energies applied and the benefits received from these book review sessions constituted training in the truest sense of the term. Our representatives expressed a degree of reservation about this eligibility for accreditation; it was agreed that [redacted] would attend one of the book review meetings.

3. As was noted in one of our recent weekly reports, the Cable Secretary has been asked by his opposite number in the State Department for advice and assistance in establishing a training program for Cable Analysts. [redacted] Deputy Cable Secretary, has conferred with us with respect to the most appropriate approach and methods to use in rendering the aid requested. Also, we have reviewed selected Cable Analyst training material as to propriety and desirability of release to State Department. That portion of [redacted] material which pertained to the training program specifically appeared to be in proper order and we informed him that there was no objection to giving the material to State Department. However, a part of his material dealt with the Agency Career Development Program and we recommended that it be separated out and not handed to State Department pending full consideration and approval by competent Agency authority. In this connection [redacted] revealed that he has been in touch with [redacted] for guidance on the handling of material relating to the Agency Career Development Program.

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5. There have been a steady series of appointments for counseling and advice this week in connection with external requests or training opportunities. I have personally met with individuals from TSS, Commo, ORR, FDD, FE and the new PIC office. [redacted] have met with others. Although time-consuming, I consider this an important role for us to perform. None of the sessions resulted in recommendations or decisions at variance with DTR's thinking.

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6. It was a revelation to attend a meeting with C/LAS and WE representatives which clearly indicated a look ahead by WE at language requirements in Italian. C/LAS's willingness to experiment with "phasing in" students after the class begins can have three important effects: (a) some lessening of crash requirements for external tutoring, (b) evidence that OTR is flexible, and (c) some assurance that a class will not be eliminated through attrition.

TK

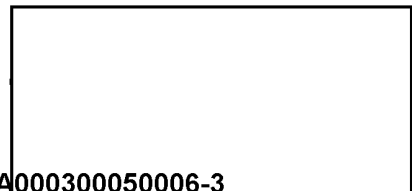
7. More revealing has been the tremendous capability of members of this staff to adjust to an unusual number of special requests during our busy fall registration season, and produce in all cases. I think it has been particularly commendable with Marty absent all week (jaw operation), [redacted] in training, and others out for annual leave or Jewish Holidays. I'm proud of every one of us!

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DDS

8. During the week 10 - 16 September 1958, there were 903 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

196 enrolled in 31 classes (11 languages) before hours  
144 enrolled in 23 classes (10 languages) after hours  
175 enrolled in 22 classes (8 languages) during hours  
220 enrolled in 9 Intelligence School courses  
129 enrolled in 7 Operations School courses  
8 enrolled in 1 SIC course  
31 enrolled in 2 Area courses



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